



JOB DESCRIPTION

Position Title: **Team Member**

Working Area: **Recreation Attendant**

Class Code: 5602

Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

Major Function

Provides assistance to the general public in the use and instruction of County recreational facilities.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Provides assistance to the general public in the use and rules of park facilities and recreational activities.

Opens and secures buildings and gates and turns lights on and off as needed. Uses computer system to assign facilities, register users and collect payments.

Provides assistance to the general public in using the park facilities by accepting reservations for facilities use by phone and in person. Collects fees for facility use from citizens. Maintains records of facilities used and monies received.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of computer use.

Ability to communicate effectively both orally and in writing. Ability to deal with the public in a courteous and helpful manner. Ability to count money and make change. Ability to work flexible hours to include evenings and weekends as needed.

High School Diploma or GED. Experience in sports programs or recreation background is preferred.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking. Will work independently.

